



# National Finance Center Customer Notification

**Date of Notification:** July 7, 2011

**Subject:** *EmpowHR* Data Warehouse Tool Unavailability

**Database/Customer(s) Affected:** *EmpowHR*

**Dear Customer:**

The National Finance Center (NFC) would like to notify the *EmpowHR* agencies that on Friday, July 8, 2011, from 8:00 a.m. CT to close of business, the *EmpowHR* Data Warehouse tool will be unavailable due to database maintenance.

**Please note that only the *EmpowHR* Data Warehouse tool will be unavailable. The *EmpowHR* application will be available.**

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Questions regarding this notification, please contact the *EmpowHR* Help Desk at 1-888-367-6955 or via e-mail to [nfcempowhr@usda.gov](mailto:nfcempowhr@usda.gov).

KJS/M6-11-122

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## “Tip of the Week”

Agencies are reminded that entering a request into SPPS to process foreign salary advances automatically **pays and bills** the employee. Please do not enter a separate “request to bill” into SPPS, as this will cause a duplicate bill to be processed.